

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Executive Secretary

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 8 hours per day, 12 months

JOB GOAL: Under general supervision, provides responsible clerical and technical support to district level administrators requiring a high degree of awareness, tact, creativity and initiative in order to carry out the functions of the immediate supervisor's department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Performs assigned administrative duties including, but not limited to, completing correspondence, compiling data, researching designated topics, drafting reports and following up on administrative assignments.
2. Prepares and posts meeting agendas in accordance with Nevada Open Meeting Law, prepares agenda and backup material for meetings as needed.
3. Uses own initiative to conduct, research, compile and analyze data from a variety of sources, and prepare reports of a diversified nature relating to department matters as well as district and state reporting.
4. Utilizes advanced computer software skills to prepare complex reports, charts, tables, and forms; maintains and provides statistical information; may be required to draft memos or correspondence as directed.
5. Reviews materials for administrative approval for typographical/grammatical accuracy, format, conformance with procedures, internal consistency, and ensures proper approvals have been obtained.
6. Promotes positive public relations and deals tactfully and diplomatically with administration, district staff, co-workers and public.
7. Frequent contact with public and/or district staff at all levels, which requires that information be obtained and relayed to visitors on their needs, and when necessary, refers to appropriate administrative staff.
8. Schedules and coordinates activities for department supervisor, maintains calendar and schedule of appointments, and organizes multiple projects.
9. Treats sensitive and privileged information with the appropriate confidentiality and maintains confidential files.
10. Works extended hours to provide staff support at all board meetings and to meet deadlines.
11. Provides temporary back-up staff support to other positions within the District Office, when requested.
12. Performs other tasks related to area of responsibilities as requested/assigned by Supervisor.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Working knowledge of Nye County School District Policies, Administrative Regulations, procedures, the school system and its operation.
2. Knowledge of general office procedures, business machines, computers, word processing and various software programs.
3. Demonstration of responsible decision making and ability to research and organize complex records, confidential records, data processing/analysis and performance of duties at a responsible level with minimal supervision.
4. Possess excellent written and oral communication skills, organizational skills, interpersonal skills and analytical ability.
5. Ability to plan and organize work activities and to work under pressure, meet deadlines and to exercise flexibility with new tasks as priorities change.
6. Ability to concentrate on accuracy of details, maintain detailed records and apply established procedures to work activities.
7. Ability to assist district level administration with privileged information while maintaining the highest degree of confidentiality.
8. Demonstrated ability to cooperate with management, staff, school board members, outside agencies and the public.

9. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
10. Recognizes and reports hazards, conforms to safety standards as prescribed.
11. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
12. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Five (5) years practical experience in office procedures

Licenses and Certifications:

1. Valid Nevada driver license

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy
3. Ability to pass NCSD District Level Secretarial Test

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs. occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Vision: May require frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office/library/classroom equipment, communicable diseases.

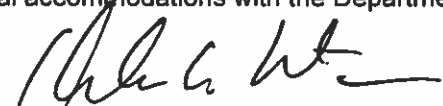
Working Conditions: Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.

Equal Opportunity Employer

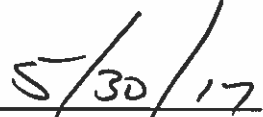
Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 

Superintendent



Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____